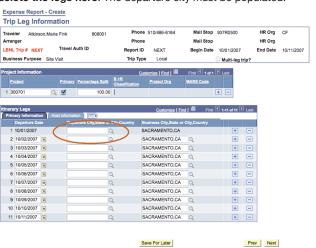
Creating an Expense Report for a Local Trip

Create an Expense Report for a Local Trip

- 1. Enter the Begin and End Dates that will Cover All Expense Dates
- 2. Select Local Trip

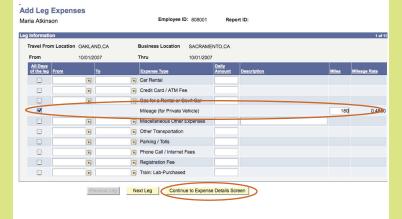


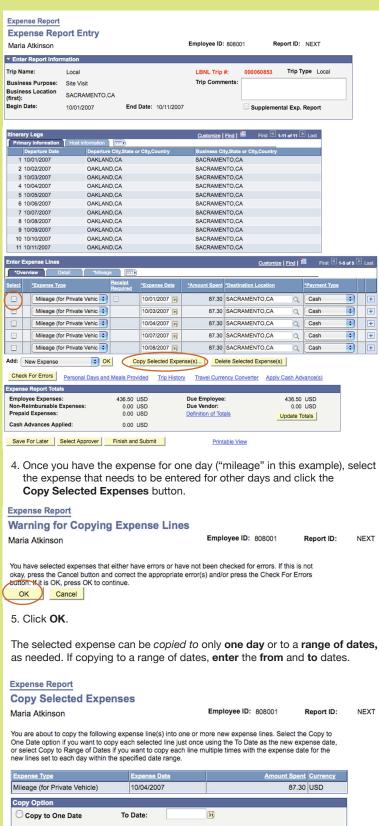
The system will create a leg per day. It takes about 2 minutes to populate legs for 3 months. Even expense will not be recorded for a day (or more) **do not delete the legs here**. The departure city must be populated.



3. Select the expense or expenses to be claimed. Note that this screen is only for the first leg. From here it is more convenient to click the Continue to Expense Details Screen when the traveler is only claiming one expense for some of the days. (Or you can select Next Leg if there are several and different expenses for each day of the trip. This second option would give you a clearer view of the

expenses you will enter for every day.)





10/7/07

10/8/07

From Date:

Copy to Range of Dates

OK Cancel

31

31

continued on next page...

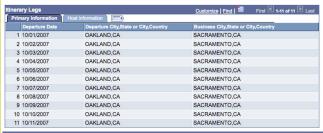
☑ Include Weekends

✓ Include Holidays

Creating an Expense Report for a Local Trip - Continued

Continued from Page 9

The copy option can be repeated as many times as needed to copy an expense to different/separate ranges of dates within the being and end dates of the trip.





Personal Days	and Meals Provided T	rip History Travel Currency Converter	Apply Cash Advance(s)
Expense Report Totals			
Employee Expenses: Non-Reimbursable Expenses: Prepaid Expenses:	436.50 USD 0.00 USD 0.00 USD	Due Employee: Due Vendor: Definition of Totals	436.50 USD 0.00 USD Update Totals
Cash Advances Applied:	0.00 USD		
Save For Later Select Approver	Finish and Submit	Printable View	

Expense Report

Copy Selected Expenses

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Employee ID: 808001

Report ID:

NEXT

Expense Type	Expense D	<u>ate</u>		Amount Spent	Currency
Mileage (for Private Vehicle)	10/04/200	10/04/2007		87.30	USD
Copy Option					
Copy to One Date	To Date:		B1		
Copy to Range of Dates	From Date:	10/7/07	31	☑ Include We	ekends



6. Complete the record by selecting an approver and submitting the Expense Report.

